

United States Environmental Protection Agency  
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION Portland

Position Number  
08345

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist		0028	14	
4. SUPERVISOR'S RECOMMENDATION					

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE:

Mary Lou Soscia

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY	e.
b.	f.
c. Office of Water & Watersheds	g.
d. Immediate Office	h. EPAYS Organization Code: 91031006

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☒ (S) First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ (A) An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ (M) A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ (B) A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ (T) "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.
- ☒ (N) None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor  
Michael Gearheard, Director, Office of Water & Watersheds

d. Typed Name and Title of Second-Level Supervisor

b. Signature

e. Signature

f. Date

10. OFFICIAL CLASSIFICATION CERTIFICATION

A ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. Fair Labor Standards Act  
☒ Nonexempt  
☐ Exempt

c. Functional Code

d. Bargaining Unit Code  
0095

e. Check, if applicable:  
☐ Medical Monitoring Required  
☐ Extramural Resources Management Duties ( % of time)  
☐ This position is subject to random drug testing ( )

f. Signature

g. Date

11. REMARKS:

EPA Region 10  
*Position Description Coversheet*  
ECO-2001-N-0023

DUTY LOCATION

Portland, OR

POSITION NUMBER

~~8690-FP~~

08345

**CLASSIFICATION ACTION:** State the standard, series and date, used to classify this position.

Environmental Protection Specialist GS 028 14

Name of Employee Sascia, Mary Lou

Official Allocation Title ENVIRONMENTAL PROTECTION SPECIALIST

Service GS Series 0028 Grade 14 CLC

Organizational Title of Position (if any) ENVIRONMENTAL PROTECTION SPECIALIST

Organization

91081000

Immediate Office

Office of Ecosystems & Communities

Portland, Oregon

**SUPERVISORY/MANAGERIAL DESIGNATION**

- A. First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2a in the General Schedule Supervisory Guide.
- B. An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise
- C. A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as alter egos to the manager.
- D. A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the
- X E. None of the above applies. This is a non-supervisory/non-managerial position.

**SUPERVISORY CERTIFICATION**

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Requesting Supervisor

Office Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# OFFICIAL CLASSIFICATION CERTIFICATION

1. This position has no promotion potential ☒ Yes ☐ Fair Labor Standards

2. If position develops as planned and employee progresses satisfactorily, this position has no promotion potential ☐

Functional Code

Bargaining Unit Code

Check, if applicable:

a. Medical Monitoring Required

b. Extramural Resources Management Duties (% of time).



Position Description  
GS-14

Region 10 - Columbia River Coordinator

No Series  
Shown

08345

1. Manages the Region 10 Columbia River Team. The Columbia River Team is comprised of members from Region 10 Offices of Ecosystems and Communities, Water, Environmental Assessment, Air Quality, Operations Offices, and place-based staff. This team works with nine federal agencies, three states and 13 tribal governments to integrate Clean Water Act and other environmental decisions into the ongoing decisions and discussions occurring in the Columbia River Basin both in the Columbia and Snake River mainstem and the tributaries. The Columbia and Snake River mainstem discussions and decisions focus on the Federal Columbia River Power System, a complex series of federal dams located throughout the Columbia River.
2. Represents EPA Region 10 for the Regional Administrator and other Region 10 executives in executive level decisions and discussions on the Columbia River.
3. Serves as a key member of the EPA team developing the Columbia River Mainstem TMDL. Represents EPA Region 10 as the lead contact for states and tribes on the Columbia River Mainstem TMDL. Represents EPA Region 10 as the lead contact for the team in communicating and coordinating with the other federal agencies on the Columbia River Mainstem TMDL.
4. Represents EPA Region 10 on the Federal Caucus that oversees implementation of the Conservation of Columbia Basin Fish: Final Basinwide Strategy. The purpose of this representation is to assure that EPA policies, regulations and statutory authorities are understood and applied in the Basinwide Strategy Implementation decisions.
5. Represents EPA Region 10 on the National Marine Fisheries Service (NMFS) Forum, Implementation Team and serves as Chair of the Water Quality Team within that Forum. Assures that the NMFS Forum members are cognizant of and consider EPA policies, regulations, and statutory responsibilities in their Endangered Species Act planning, assessment, priority setting and decision making processes. In this capacity provides or arranges EPA technical and/or financial support as appropriate to facilitate EPA's desired outcomes.
6. Manages the utilization of discretionary dollars made available in EPA's budget for EPA's Columbia River activities. Establish priorities, criteria, and procedures to assure that available money is effectively and efficiently directed to environmental/ecosystem problems to the maximum extent practicable utilizing interagency agreements, cost sharing, or other leveraging techniques.
7. Maintains current general knowledge of state and tribal Columbia River management programs, regulatory requirements, and policies and their effectiveness in restoring and protecting aquatic resources. As appropriate, acts to influence those programs to effect needed changes to improve their effectiveness.
8. Keeps Region 10 unit managers, office directors, and regional administrators advised on key policy and technical issues of EPA concern. As necessary, confirms/verifies policies prior to presenting EPA Columbia River recommendations and/or decisions. Keeps key EPA headquarters Assistant Administrators/Office Directors advised of issues with potential national implications and provides status reports, briefing summaries, and other information as background for their participation in Columbia River meetings at the national level. Maintains contact with appropriate headquarters financial/budget offices to provide information to support budget requests in support of Columbia River budget decisions.

#### Factor 1-8 Knowledge Required by the Position 1550 Points

Mastery of program principles, concepts, practices, methods, and techniques to apply new developments and theories to major problems not susceptible to treatment by accepted methods. Expert knowledge of Federal, State, and local laws and regulations, documentation and reporting requirements, and lawmaking or rulemaking processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs.

#### Factor 2-5 Supervisory Controls 650 Points

The supervisor makes assignments in terms of broadly defined missions or functions and provides only administrative and policy direction. As a recognized authority in a program or functional area, the environmental protection specialist has complete responsibility and authority to plan, design, schedule, and carry out major programs, projects, studies, or other work independently. The specialist typically exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies.

Completed work is reviewed by management officials only for potential influence on broad agency policy and program goals, fulfillment of program objectives, or contribution to advancement of knowledge in the field, and is normally accepted without significant change. Recommendations for new projects or program objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities.

#### Factor 3-5 Guidelines 650 Points

Guidelines consist of broadly stated/nonspecific policy statements, statutes, court decisions, etc., that require extensive interpretation. The environmental protection specialist uses judgment and discretion in determining the intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside the employing agency (e.g., technical experts, line managers, or contractors in other offices or agencies, State and local governments, or private industry). Some specialists review proposed legislation or regulations that would significantly change the basic character of agency programs or the way it conducts its business with other agencies or with the public or private industry. Other specialists develop major program guidance for use by others at subordinate echelons in the organization. At this level, the environmental protection specialist is recognized as an authority in the development and/or interpretation of guidance on environmental planning and administration in one or more national programs or functional areas (e.g., underground storage tank management, municipal solid waste, chemical emergency preparedness).

#### Factor 4-5 Complexity 325 Points

The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities involving a number of facilities, sites, programs,



etc. (e.g., planning and conducting/coordinating inspections to identify and evaluate violations in a variety of complex industrial and commercial establishments throughout a multistate area) or intensive analysis and problem solving (as a recognized expert) in a program or functional area.

Decisions regarding what needs to be done depend on assessment of very complex, diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from such elements as continuing program changes, technological developments, new or unconventional methods, unique or controversial aspects of environmental protection, or conflicting interests or ideas (as between operational or mission requirements and environmental requirements or between State needs and Federal needs).

The work requires devising new methods and techniques to produce effective results or implement advances in such areas as pollution prevention, resource allocation, risk assessment, or quality assurance; establishing criteria for administering or evaluating environmental programs; or developing policy guidance and procedural material for use by operating personnel.

#### Factor 5-5 Scope and Effect 325 Points

The purpose of the work is to plan and carry out major environmental projects and/or programs. The work involves determining the soundness of agencywide programs and plans; developing and establishing new approaches and methods for use of operating personnel; resolving problems that are critical to accomplishment of important agency objectives; providing authoritative advice and technical assistance to Federal, State, and local environmental protection officials; or developing or revising regulations or standards that affect a large segment of the regulated community.

The work affects the development of major aspects of the agency's environmental protection programs and policies; the work of State and local officials, top-level managers of the agency/department, private industry executives, or other environmental protection experts; important national goals and programs (e.g., removal activities at cleanup sites where there are extremely difficult and complex problems, as where treatment technologies may be inadequate, and an immediate, critical, or widespread threat to public health, environmentally sensitive areas, and/or endangered species); or the well-being of substantial numbers of people (e.g., all users of pesticides). The specialist's recommendations often result in official positions or obligate substantial program resources.

#### Factor 6-3 Personal Contacts 60 Points

The persons contacted include persons from outside the employing agency in a moderately unstructured setting. Typical of contacts at this level are those with persons in their capacities as contractors, inspectors, attorneys, company executives, community leaders, elected officials, or representatives of Federal or State regulatory agencies, professional organizations, the news media, or organized or ad hoc public action groups. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

### Factor 7-3 Purpose of Contacts 120 Points

The purpose of contacts is to influence, motivate, or persuade persons or groups who are typically skeptical, resistant, or uncooperative, and who must be approached skillfully to obtain the desired effect (e.g., negotiating compliance requirements or timetables; influencing or persuading agencies/companies to agree to use new or improved technologies about which there may be conflicting opinions; representing the office/agency, as a member of an institutional committee, on controversial licensing/permitting requests; working with Indian tribal leaders to modify plans when conflicting values must be resolved or accommodated; challenging the results of surveys or inspections by regulatory agencies; justifying the feasibility and desirability of plans or proposals that significantly affect office and/or agency practices, such as corrective action plans or funding requirements for environmental compliance and restoration projects).

### Factor 8-1 Physical Demands 5 Points

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

### Factor 9-1 Work Environment 5 Points

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.

TOTAL Points 3690